

ETO/PIB HOURS TRANSFER REQUEST

Name _____ I.D. # _____ Department _____

Employment Date _____ Current Accrual(s): ETO _____ PIB _____

POLICY SUMMARY

Transfer of accrued ETO/PIB hours from one Team Member to another is allowed only in cases where a Team Member (a) has a medical emergency, or (b) needs to care for a spouse, child, or parent who experiences a medical emergency, or (c) needs extended time off following the loss of a spouse, child, or parent, may be eligible for receipt of ETO/PIB hours transfer. Such Team Members should contact their manager to discuss their need and to obtain their approval.

Team Members can only receive donations after they have exhausted all of their available ETO and PIB. Any hours donated and transferred to the Team Member can only be used for their medical leave, or to care for a spouse, child, or parent with a medical emergency, or for extended time off following the loss of a spouse, child, or parent.

Qualified ETO hours are transferred on a one to one ratio (e.g., eight [8] hours deducted from donor's bank and eight [8] hours deposited in recipient's ETO bank); qualified PIB hours are transferred to the recipient's ETO account at 50% (e.g., if the donor donates eight [8] hours of PIB, eight [8] hours is deducted from his/her bank and four [4] hours is deposited in the recipient's ETO bank).

TRANSFER OF ACCRUED HOURS

Hours indicated below must be transferred in accordance with Policy TA.0049, ETO/PIB Hours Transfer. Team Members who wish to transfer hours must have at least six (6) months service. Upon completion, donors should give this Form to their manager, who will forward it to the Payroll Department for processing.

Name and department of receiving Team Member: _____

Number of ETO hours to transfer: _____ Number of PIB hours to transfer: _____

REMARKS:

Employee's signature

Date

Department Manager's signature

Date

Approved

Denied